

Novel Coronavirus (COVID-19)

Los Angeles County Department of Public Health Employee Screening

Symptom screening of employees, volunteers, and contract workers can be part of an organization's strategy to limit the spread of COVID-19 at the worksite. For those that choose to do this, this document provides some guidance and a sample screening template for evaluating an employee before they enter the worksite. Please note that 1) symptom screening can also be done remotely or through other methods that may be more appropriate and convenient based on the type of work being done and for the specific work environment, and 2) taking an actual measurement of temperature at the point of entry is optional.

If symptom screening is done in-person ensure that:

- The screening area can maintain privacy and confidentiality of the person being screened
- The screener and person being screened, at a minimum, wear a cloth face covering and maintain six feet of physical distance during the entire screening process. Ideally, the screener should be wearing a surgical mask and face shield.
- The screener uses gloves and ensures proper hand hygiene (soap and water or hand sanitizer with at least 60% alcohol) prior to, and after, each employee screening if there is any physical contact or exchange of documents.
- Screeners are properly trained in the use and cleaning of the thermometers if onsite temperature measurement is done. Cleaning should be done after each use if the thermometer requires contact with the employee (non-contact thermometers should be used preferentially).

All documentation related to the health screening and measurement of body temperature are medical records and must comply with all regulations related to the confidentiality, handling and maintaining of medical records.

Employees should be sent home immediately if they report any symptoms, have an elevated body temp (greater than or equal to 100.4°F or 38°C) or have had contact with a person with COVID-19 in the previous 14 days.

NAME OF COMPANY			
SCREENING LOCATION	SCREENING CONDUCTED BY	DATE OF SCREENING	TIME OF SCREENING
EMPLOYEE NAME			
I. Verbal Screening			
1. Did any of the following symptoms first appear within the last 10 days ?			
a. Fever (at or over 100.4°F or 38°C)	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
b. Chills	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
c. Cough	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
d. Shortness of breath	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
e. Difficulty breathing	<input type="checkbox"/> No	<input type="checkbox"/> Yes	

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2. Has employee had contact with a person known to be infected with the Novel Coronavirus (COVID-19) **within the last 14 days?**

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No

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Yes

I.

1. Thermometer Used:

2. Employee Body Temperature:

3. Is temperature **above normal**, i.e., at or over 100.4°F or 38°C?

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No

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Yes

II. Conclusion

- If the employee has no symptoms and no contact to a known or suspected COVID-19 case in the last 14 days they can be cleared for work
- If the employee has had contact to a known or suspected COVID-19 case in the last 14 days they should be sent home immediately and asked to quarantine at home. Provide them with the quarantine instructions found at ph.lacounty.gov/covidquarantine
- If the employee is showing any of the symptoms noted above they should be sent home immediately and asked to isolate at home. Provide them with the isolation instructions found at ph.lacounty.gov/covidisolation

Check One:

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☐
☐

Employee Cleared for Work

Employee Not Cleared for Work, directed to go home and quarantine

Employee Not Cleared for Work, directed to go home and isolate

Screening Conducted By:

PRINTED NAME

PAYROLL TITLE

SIGNATURE

DATE

